

Step 1

Click *Page Layout; Margins; Normal*. For spacing, go to *Home*; click on arrow to right of *Paragraph*; under *Line Spacing*, select *Double*. Click *OK*. Go to *Home* to chose font type and size.

Step 2

Using Microsoft Word 2007, Click *Insert; Page #; Top of Page; Plain # 3*. Type last name. Hit space bar. At top right, *Close Header*.

Last name 1

First name Last name

Step 3

See the 4 lines to the left.

Instructor name

English 0000-01

Course & section #

Paper due date

Date format = day month year. Ex: 01 January 2008

Paper Title

Do not boldface, enlarge, italicize, use quotation marks, or leave extra spaces before or after title.

This is the first sentence of my introduction. Introductions are very important, as they are the only chance to make a good first impression on the audience. In this paragraph, I should get my reader’s attention with an interesting fact, statistic, story, or analogy. I should also make sure that I identify my paper’s topic and scope; this may involve my thesis statement. I want to give the reader a good idea of what aspects I will be covering and why I will be covering those. I will avoid clichés and purpose statements, and use meaningful attention getters instead. It is also especially important that my introduction reflect the rest of my paper; after I draft my body paragraphs and conclusion, I will need to go back and re-read and revise my introduction to make sure everything fits.

In my first body paragraph, I will develop my first point, which will probably require me to incorporate some of my research. When I quote a source in my paper, it is as if I am inserting someone else’s voice into my monologue. If I do this without the proper transition, my writing will not flow smoothly and may not make sense to the audience (Hult and Huckin 583). I will want to be sure to introduce sources properly by referring at least to the name of the author, if not the title of the source, as well. As one of our handouts says, “Writers should incorporate quotations into sentences, keeping in mind that the grammar of the quotation needs to connect to the grammar of the sentence” (“Using Sources”).

Parenthetical citation example—two authors

In my next paragraph, I could also paraphrase or summarize a source. To do this, I would restate the idea(s) presented in my source, but I would use my own words to express those ideas (Wexler 142).

Parenthetical citation example—one author

Parenthetical citation example—no author

Works Cited Tips: It is the last page of your paper, not a new document, and is double spaced like the paper. Only use the *Enter* key to go to the next line, not to add spaces between lines.

The title on this page should be centered. If only one entry, the title is Work Cited.

Works Cited

A
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Carter, Jane. "The Writing Center and Success in College: A Study." *CNN.com*. Cable News Network, 3 July 2004. Web. 2 Feb. 2009.

Holladay, Hillary. "Narrative Space in Ann Petry's *Country Place*." *Xavier Review* 16.1 (1996): 21-35. Rpt. in *Twentieth-Century Literary Criticism*. Ed. Linda Pavlovski and Scott Darga. Vol. 112. Detroit: Gale, 2002. 356-62. Print.

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Wexler, Bruce. "Poetry Is Dead. Does Anybody Really Care?" *Dialogues: An Argument Rhetoric and Reader*. Ed. Gary Goshgarian and Kathleen Krueger. 5th ed. New York: Pearson Longman, 2006. 141-143. Print.